

3 SEP 1969

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : Occupational Health - Report to the
U. S. Civil Service Commission

1. This memorandum suggests action on your part;
such action is recommended in paragraph 3.

2. On 11 August 1969 the Chairman of the U. S. Civil
Service Commission requested information relating to the
occupational health and safety program of the Central
Intelligence Agency.

3. In response to this request, the attached letter
has been prepared for your signature.



Director of Security

Att

STA

DD FORM 140005X32

DD / S R E G I S T R Y

SEP 1969

FILE *Personnel 16*

Mr. Robert E. Hampton
Chairman, U. S. Civil Service Commission
Washington, D. C. 20415.

Dear Mr. Hampton:

Reference is made to your memorandum of 11 August 1969 to the Director of Central Intelligence asking for information pertaining to the Agency's occupational health and safety program. The annual Mission Safety-70 report to the Secretary of Labor concerning the overall safety program of the Agency is due 10 October 1969 and the Assistant Director, Bureau of Retirement, Insurance, and Occupational Health, Civil Service Commission, has agreed to wait and accept a copy of that report. For your information, the Director of Central Intelligence has assigned the responsibility for developing and conducting the safety program to the Director of Security. The Director of Security has designated [redacted] as the CIA Safety Officer, telephone [redacted]

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The Director of Central Intelligence has assigned the responsibility for planning and directing the Agency medical support program to the Director of Medical Services. Since 1950 an occupational health program, under the provisions of Public Law 658, 79th Congress and subsequent executive issuances, has been a part of this overall program. Within the Office of Medical Services, [redacted] Chief, Clinical Division, telephone number [redacted] is specifically responsible for the occupational health program, and for advice and assistance to the CIA Safety Officer in medical aspects of the safety program. [redacted] as well

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as the Director of Medical Services, would be pleased to meet with your representatives to describe our occupational health program. I believe, moreover, that this would be a more effective way of describing this program and answering some of the questions you pose such as those pertaining to field installations and the general effectiveness of the program.

I wish to assure you of the continued cooperation of this Agency as new emphasis is placed upon occupational health and safety in the Federal service.

Sincerely,

W. John W. Coffey

John W. Coffey
Acting Deputy Director
for Support

Distribution:

Orig & 1 - Addressee

2 - DD/S Chrono, Subject

1 - D/Sec

1 - D/MS

1 - D/Pers

1 - EDC

9/11
Pls date
12 Sept

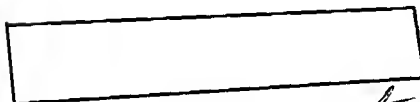
Try + get into
mail by noon

10 September 69



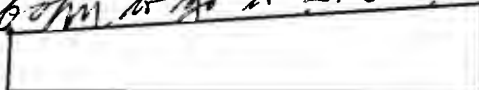
Mr. Coffey would like
to know if the attached has
been checked out with OP and
OMS.

p.



*Yes - OMS contacted
2d time; OP has seen.*

John to go to ExDir -



STATINTL

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MEMORANDUM
OF CALL

TO:

☐ YOU WERE CALLED BY— 9-12-64 ☐ YOU WERE VISITED BY—

OF (Organization)

☐ PLEASE CALL → PHONE NO. CODE/EXT. _____
☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU
☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

Peggy called in reference to the letter she brought to you yesterday. She said that Col. White's office called and inquired about the status of it and she just wanted to let you know.

Subj: Occupational Health - Report to the
U.S. Civil Service Commission

RECEIVED BY	DATE	TIME

STANDARD FORM 63
REVISED AUGUST 1967
GSA FPMR (41 CFR) 101-11.6

GPO : 1969-048-16-80341-1 332-389

63-108

210-5

UNCLASSIFIED . . . Approved For Release 2002/08/28 : CIA-RDP84-00780R003000140005-1
☐ USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	EXTENSION	NO.
Director of Security		DATE 5 SEP 1963

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1. Acting Deputy Director for Support				
2.				
3.	9-12-63		ABF	
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Director of Security
Attn: Safety Officer
4D60 Hqs.

ATINTL

Per conversation, 14 August, with Mr.
 Copies of the basic request have also been
sent to the Directors of Personnel and Medical Services
to alert them to any help which you may require in
preparing an answer to Mr. Hampton's request.
Suspense 5 September.

/s/

ATINTL

Support Operations Staff/DDS 7D02

14 Aug 69

Distribution:

- Orig - Adse w/O of DD/S 69-3780
- 1 - D/Pers w/cy of att
- 1 - D/MS w/cy of att
- ~~1~~ - DD/S Subject w/cy of att
- 1 - DD/S Chrono

DD/S 69-3780: Ltr dtd 11 Aug 69 to DCI frm C/CSC

Subj: Occupational Health & Safety in the

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Support		
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: <p style="text-align: center;">For information and preparation of a direct response over your or Director of Personnel's signature. Please provide us with a copy.</p> <p style="text-align: center;">Suspense: 5 September 1969</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Executive Director [redacted] 7D59			13 Aug 69
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	

FORM NO. 1-67

237

Use previous editions

GPO : 1968 O - 297-542

(40)



UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

August 11, 1969

IN REPLY PLEASE REFER TO

Executive Registry

69-4147

YOUR REFERENCE

Honorable Richard M. Helms 121
Director, Central Intelligence Agency
Washington, D.C.

STOP 64

In order to carry out its leadership responsibilities under the Bureau of the Budget Circular A-72, the Civil Service Commission has placed a new emphasis upon occupational health and safety in the Federal service. In recognition of the importance of occupational health, the Commission changed the name of its Bureau of Retirement and Insurance to the Bureau of Retirement, Insurance, and Occupational Health and appointed an Assistant Director of the Bureau responsible exclusively for health and safety activities. Recently, ten Regional Occupational Health and Safety Representatives were appointed, one to each region of the Commission's ten regional offices. These individuals should be conversant with each Federal agency's policy with respect to occupational health and safety programs. One of their main duties will be to establish programs in field installations.

I ask for your assistance in moving along an effective nation-wide program for occupational health and safety. Consequently, I would appreciate receiving a copy of your agency's occupational health and safety program statement within the next 30 days. In your letter, would you please include the name, title, address, and telephone number of the person charged with the health and safety program responsibilities. Would you also indicate who issues instructions and who gives field installations guidance to proceed with health and safety programs. How successfully have these programs been carried out? Would you please enclose a copy of any statements on policy guidance relating to your agency's occupational health and safety program. Thank you very much for your interest and cooperation in this matter.

Sincerely yours,

Robert E. Hampton

Robert E. Hampton
Chairman